



RAB Meeting Agenda



12 October 2006

- I. Call to Order – 6:00 PM
- II. Roll Call
- III. Introduce Community Co-Chair
- IV. Amendment/Approval of Minutes, 19 September 2006
- V. Old Business –
Role of RAB Members with the Public
Continue Mission Statement Development
- VI. New Business –
Develop Operating Procedures
Non-Agenda Items
Questions from the Public
The Way Ahead
- VII. Adjournment



Role of RAB Members with the Public



- Can liaison with the public or other organizations to which they belong
- Can bring questions from the public to the RAB
- Interact with the LRA or other land-use planning bodies to discuss future land use issues relevant to environmental restoration decision-making
- RAB members may not commit on behalf of the RAB as a body or its members.



Draft Mission Statements



The Fort Monroe (FM) Restoration Advisory Board (RAB) provides an Advisory forum for members of the community to learn and convey information and issues pertaining to environmental cleanup efforts associated with Base Realignment And Closure (BRAC)

The FM RAB provides an advisory forum to learn and convey information and Issues pertaining to members of the community environmental cleanup efforts associated with BRAC and to advise the government

The FM RAB exists to ensure the interests of the community are considered in the environmental cleanup goals and activities of the Department of the Army at Fort Monroe during its transition under BRAC 2005

Communicate with the Community

Provide recommendations and advice to DA & other agencies

The FM RAB exists to communicate with the community, ensure the concerns of the community are considered, provide recommendation on the cleanup goals and activities at Fort Monroe during its transition to the future



Operating Procedures



Membership Terms

- Attendance
 - Serve without compensation.
 - Attend regular meetings.
 - Send an alternate?
- New member after Alternates
 - Use list of applicants not selected
 - Member provides alternate
 - RAB member nominations
 - RAB members vote or Co-Chairs approve
- Term Limits
 - (1) (2) (3)... year(s) served
 - Option to reapply to renew membership
 - RAB Members vote on renewed membership or Co-Chairs approve
- Conflict of Interest Concerns (deals with owners, stockholders, or employees of companies who stand to make financial gain or competitive advantage from RAB actions)
 - Disclosure
 - Prohibition of DoD contractors from RAB membership
 - JAG review with recommendation

Removal or Resignation by vote of RAB members



Operating Procedures



Membership Terms (con't)

- Absenteeism (excused/unexcused)
 - Co-Chairs excuse RAB members
 - RAB members vote to remove a member
____ consecutive unexcused meetings
____ consecutive excused meetings
- Size of RAB - no more than __ members and __ alternates
- Resignations - Submitted in writing

Meetings

- Frequency
- Location
- Co-Chairs can call special meetings
- How Announced - newspaper, Fort Monroe website



Operating Procedures



Meetings (con't)

- Voting
 - 2/3 quorum of all board members must be present to vote
 - Majority (50%+1)
 - Voting by proxy
 - Tie breaker goes to community co-chair
 - No votes or actions taken on non-agenda items without notice
 - Installation co-chair, DEQ rep, and EPA rep do not vote
- Decorum
 - Courtesy
 - Respect
- Meeting Minutes
 - Drafted by Army and e-mailed to RAB members
 - Approved at next meeting by vote
 - Approved minutes posted on website and for public viewing at Hampton Library
 - Mailed to members of public who request inclusion in mailing list



Operating Procedures



Co-chairs

- Installation Co-Chair
 - Selected by and direct reporting relationship to Garrison Commander
 - Ensures that administrative support is available to the RAB
 - Replaced by decision of Garrison Commander
 - Notifies members of meetings
 - Develops and maintains information repository
- Community Co-Chair
 - Selected by community members
 - Term of service (__ years, renewable?)
 - Removal of Office? (By RAB members vote)
 - Volunteer position; Derives no political or financial benefits from RAB decisions
- Joint Duties
 - Coordinate and prepare meeting agendas
 - Ensure meeting agendas include a time provision for non-agenda items and public participation
 - Determine order of business and criteria for questions
 - Enforce courtesy and respect during discussion of agenda items and in open comment periods
 - Act as sounding board for community clean-up issues and concerns
 - Assist members and the public in referrals, direction, and resolution
 - Establish process for public review and comment on documents and other restoration-related information
 - Ensure a process is in place to allow comments from RAB members and the public
 - Call Special Focus meetings, as required, to address specific restoration issues



Operating Procedures



Document Review

- Review all or by subgroup with presentation
- 30 working days to review documents
- Members submit written comments to Community Co-Chair for consolidation

Training

- Frequency and procedures for conducting training

Public Participation

- RAB members can liaison with the public
- Process for public to bring issues to RAB
 - In RAB meetings; others?
 - Response time to questions (2 weeks or 30) working days
 - Responses posted to website and in Hampton Library (public repository)



Operating Procedures



Dispute Resolution

- Voting Procedures
- Unresolved issues brought to Garrison Commander

Effective Date and Amendments

- All RAB members sign
- Procedures may be amended by majority vote

Adjournment

- Decision documents signed for all Defense Environmental Restoration Program s
- All remedies are in place
- Property transferred and restoration response decisions assumed by transferee
- Community interest no longer exists

Others

- To be determined



Other Discussion



- Non-Agenda Items
- Questions from the Public



Way Ahead



- Training
 - Army Environmental Center
 - Army BRAC Division
- Dissemination of Documents
 - Information Repositories
 - Web Link
 - Electronic Media